

Federal Agency Name: Environmental Protection Agency, Office of Water, Office of Wastewater Management

Funding Opportunity Title: Training Workshops for Wastewater Management

Announcement Type: Request for Proposals

Catalog of Federal Domestic Assistance Number: 66.436

Funding Opportunity Number: EPA-OW-OWM-07-02

Dates: Hard copy proposals must be received by EPA (See Section VII of this RFP) by **4:30 P.M. Eastern Daylight Time (EDT) June 11, 2007**, or by electronic submission through Grants.gov by **11:59 P.M. EDT June 11, 2007**. Late proposals will not be considered for funding. Questions must be submitted in writing via e-mail and must be received by the Agency Contact identified in Section VII before June 1, 2007. Written responses will be posted on EPA's web site at: www.epa.gov/wastewatergrants.

Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

Summary: The U.S. Environmental Protection Agency (EPA) is soliciting proposals from eligible applicants to plan, prepare, and conduct training workshops in a variety of National Priority Workshop Areas related to the causes, effects, extent, prevention, reduction, and elimination of water pollution. National Priority Workshop Areas include, and are limited to: Water and Wastewater Infrastructure Financing and Training Workshops, Biosolids Regulators Technology and Management Training Workshops, Environmental Management System (EMS) Workshops for Local Governments, National Pretreatment Program Workshop, and Concentrated Animal Feeding Operations (CAFOs) Workshop Support. As partners of the EPA in implementing the national programs covering these topics, participation by States, local government officials, and other interested stakeholders is critical to the achievement of the workshop goals. EPA may co-sponsor some or all of the workshops with successful applicants. Funds awarded under this announcement may be used by the recipient to promote participation and support the travel expenses of non-Federal personnel to attend the workshops.

The proposed workshops are in support of the Agency's Strategic Plan, Goal 2: Clean and Safe Water, Objective 2.2: Protect Water Quality, Sub-Objective 2.2.1: Improve Water Quality on a Watershed Basis of the EPA Strategic Plan (available at <http://www.epa.gov/ocfo/plan/plan.htm>). States and local governments, Federally recognized Indian Tribes, territories and possessions of the U.S. (including the District of Columbia), interstate agencies or intertribal consortia, public or private non-profit, non-governmental institutions, and individuals are eligible to apply. Non-profit organizations described in Section

501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. Interstate agencies and Intertribal consortia are also eligible for funding under this competition. The term “interstate agency” is defined in the Clean Water Act (CWA) Section 502 as “an agency of two or more States established by or pursuant to an agreement or compact approved by the Congress, or any other agency of two or more States, having substantial powers or duties pertaining to the control of pollution as determined and approved by the Administrator.” Intertribal consortia must meet the requirements of 40 CFR Part 35.504.

The total amount of funding available under this announcement is approximately \$549,000, depending on Agency funding levels and other applicable considerations. It is anticipated that approximately five awards, one per National Workshop Priority Area, will be made under this announcement. It is anticipated that awards will range from \$15,000 to \$180,000 with two-year project periods.

I. Funding Opportunity Description

A. Program Objectives

EPA is soliciting proposals from eligible applicants for projects that provide logistical and technical support for the development and delivery of training workshops in five National Workshop Priority Areas to build the capacity of State and local government officials and other interested stakeholders to better understand and implement associated regulations.

The five National Workshop Priority Areas reflect Goal 2: Clean and Safe Water, Objective 2.2: Protect Water Quality, Subobjective 2.2.1: Improve Water Quality on a Watershed Basis. Funding will be awarded only for the five National Workshop Priority Areas as described below in Section I.B.

The statutory authority for this announcement is Section 104(b)(3) of the CWA. Section 104(b)(3) of the CWA restricts the use of these assistance agreements to the following: conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, reduction, and elimination of water pollution.

B. National Workshop Priority Areas

Proposals to fund projects under this announcement must address one of the following National Workshop Priority Areas: Water and Wastewater Infrastructure Financing and Training Workshops, Biosolids Regulators Technology and Management Training Workshops, EMS Workshops for Local Governments, National Pretreatment Program Workshop, and CAFO Workshop Support. Applicants may submit more than one complete project proposal package (including SF 424, SF 424A and proposal narrative) under this announcement. However, each proposal package must address only **one** National Workshop Priority Area (e.g., Water and Wastewater Infrastructure Financing and Training Workshops, Biosolids Regulators Technology

and Management Training Workshops, EMS Workshops, etc.) as described below. The cover page of each proposal package must clearly indicate the National Workshop Priority Area addressed.

It is anticipated that approximately five awards, one per National Workshop Priority Area, will be made under this announcement. It is anticipated that awards will range from \$15,000 to \$180,000 with two-year project periods.

1. Water and Wastewater Infrastructure Financing and Training Workshops

EPA is soliciting proposals to conduct two, three-day national water and wastewater infrastructure financing and training workshops. The workshops will target State Revolving Fund (SRF) program officials and other interested stakeholders and should address new developments in the Clean Water and Safe Drinking Water SRF programs, identify best management practices, produce environmental outputs and outcomes (improved water quality and public health), and promote successful innovative approaches when dealing with the programmatic and financial aspects of each program. It is anticipated that the project will be accomplished through a cooperative agreement.

The workshop will provide a forum for training in the programmatic, financial, and technical aspects of the SRF programs. The workshop participants will examine and discuss SRF management issues and any information and lessons learned by the States, EPA, and others interested in the programs will be exchanged. The training should address innovative ideas and environmental achievements resulting from successful SRF programs. Other areas addressed by the recipient should include innovative approaches used to reduce infrastructure costs, improve system sustainability, use of the SRF programs to address non-point source pollution and decentralized wastewater systems, the development of methods to identify and measure environmental benefits achieved from wastewater infrastructure investment, and the environmental benefits achieved from working with small disadvantaged communities.

The recipient will use its logos on workshop materials; EPA will use its logos on any workshop materials it provides. Individuals from the State SRF programs are expected to attend, specifically those individuals dealing with the financial issues of the programs. Individuals from the financing community (bond brokers, banks, investment brokers) and EPA staff from Headquarters and the Regional Offices are also expected to attend. Approximately 300 to 350 attendees are expected at each workshop, 90% State/State Advisors and 10% Federal.

The recipient will provide the overall leadership for the workshops, select the locations for the workshops (East Coast / West Coast), secure the workshop facilities (meeting rooms, accommodations, audio-visual equipment, etc.), develop the workshop agenda and promotion materials, and select the speakers. EPA will support the workshops by providing technical assistance, workshop promotion, review of workshop agenda, and printed materials. The recipient will be responsible for determining the registration fees, vendor and exhibitor fees, and managing the waiver process of any fees for specific individuals (speakers, State officials, etc.).

Assistance funds may be used by the recipient to defray transportation and subsistence expenses for non-Federal attendees. The recipient is solely responsible for determining a methodology for selecting and funding reimbursement requests and providing a report on how participating non-Federal attendees benefited from the training. EPA will not participate in the selection or approval of individuals who receive travel assistance.

Each workshop is estimated to cost \$90,000 for a total award amount of approximately \$180,000 over a two year project period.

2. Biosolids Regulators Technology and Management Training Workshops

EPA is soliciting proposals to conduct two four-day national training workshops targeted for State and Federal Biosolids Regulators and their staff assigned to deal with current regulatory and enforcement issues. The workshops should address any planned regulatory changes, new program developments, on-going research efforts, best management practices, trends, and innovative ideas in the management of biosolids. It is anticipated that the project will be accomplished through a cooperative agreement.

The workshop should cover State-of-the-Science Biosolids research and development, innovations in biosolids technology and processes, cost-effective practices, discussions on solutions to current issues and on-going problems, quick-response situations, and biosolids risk management for State and Federal Biosolids Regulators. The training should focus on information transfer, innovation, and demonstration of environmental outputs and outcomes. The workshops should result in a final report in the form of a Compact Disc (CD), to be distributed to all attendees, containing copies of technical papers and presentations given during the conference.

The recipient will use its logos on workshop materials; EPA will use its logos on any workshop materials it provides. The recipient will contact all State biosolids agencies to promote the workshops. Approximately 75 attendees are expected at each workshop, 80% State and 20% Federal. The recipient will work with EPA, States, and other national experts to identify and provide technical professionals to address issues and concerns raised by the States. The recipient will work with EPA to develop the workshop agendas and to announce the date and location of the workshops.

Assistance funds may be used by the recipient to defray transportation and subsistence expenses for non-Federal attendees. The recipient is solely responsible for determining a methodology for selecting and funding reimbursement requests and providing a report on how participating non-Federal attendees benefited from the training. EPA will not participate in the selection or approval of individuals who receive travel assistance.

Each workshop is estimated to cost \$75,000 for a total award amount of approximately \$150,000 over a two-year project period.

3. Environmental Management System (EMS) Workshops for Local Governments

EPA is soliciting proposals to conduct up to four multi-day workshops that will educate local governments, including wastewater utilities personnel, on the benefits of adopting environmental management systems (EMSs) and provide tools and other assistance to help these entities. The workshops are intended to bring together leading EMS practitioners from non-Federal, non-profit organizations, and selected local governments to discuss best practices in the EMS field, understand how to use EMSs to attain important outcomes such as energy/water efficiency and improved utility management, and discuss ways to more effectively communicate and collaborate in order to increase EMS adoption in the local government sector. It is anticipated that the project will be accomplished through a cooperative agreement.

It is expected that the recipient would conduct two workshops per year over a two-year period, with one of the workshops each year to be in the Washington, DC area and the other at a location selected by the recipient. Approximately 30 to 35 attendees are expected at each workshop, 90% State, local, and non-government organizations and 10% Federal.

The recipient will be responsible for planning the workshops, securing the conference facilities, selecting sites, developing agendas, distributing pre-conference materials, selecting speakers and preparing workshop summaries. Assistance funds may be used by the recipient to defray transportation and subsistence expenses for non-Federal attendees. The recipient is solely responsible for determining a methodology for selecting and funding reimbursement requests and providing a report on how participating non-Federal attendees benefited from the training. EPA will not participate in the selection or approval of individuals who receive travel assistance.

Each workshop is estimated to cost \$26,000 for a total award amount of approximately \$104,000 over a two-year project period.

4. National Pretreatment Program Workshop

EPA is seeking proposals to conduct a three-day training workshop for State Pretreatment Coordinators for the summer of 2008 and possibly a second workshop in 2009. The workshop is expected to cover a wide range of topics and issues suitable for both new and veteran State officials/employees. The project is expected to facilitate and maximize attendance and participation by State officials/employees. Participation will be facilitated in part by providing travel assistance to State officials/employees. It is anticipated that the project will be accomplished through a cooperative agreement.

Workshop topic areas should include recent regulatory revisions, proposed regulatory actions, and emerging issues. It is expected that the workshop would provide opportunities for attendees to learn of new regulatory developments, best practices, and innovative ideas for the management of pretreatment programs.

It is expected that the recipient and EPA would jointly develop the agenda, and select the location(s) for the workshop(s). The agenda will highlight and present State programmatic issues, including challenges and successes. EPA will secure the hotel and meeting facilities based on mutual agreement with the recipient as to the location of the workshop.

Assistance funds may be used by the recipient to defray transportation and subsistence expenses for non-Federal attendees. The recipient is solely responsible for determining a methodology for selecting and funding reimbursement requests and providing a report on how participating non-Federal attendees benefited from the training. EPA will not participate in the selection or approval of individuals who receive travel assistance. Approximately 75 attendees are expected at each workshop, 50 State officials/employees and 25 Federal employees.

Each workshop is estimated to cost \$50,000 for a total award amount of approximately \$100,000 over a two-year project period.

5. Concentrated Animal Feeding Operations (CAFOs) Workshop Support

EPA is soliciting proposals for projects that will provide support to States to enhance their CAFO management capacity by attending the CAFO Roundtable in 2007 and/or 2008 and the Nutrient Management Planning (NMP) training workshop that EPA is developing for 2008. The goal of the CAFO Roundtable is to build on lessons learned and advance the CAFO program nationally. The goal of the NMP training workshop is to help CAFO operators develop a plan to minimize nutrient runoff to waters of the United States (U.S.). The Roundtables and the NMP training workshop are expected to be three-day events. The Roundtables as well as the NMP training workshop should be located in or near major U.S. cities accessible to transportation. It is anticipated that the project may be accomplished through either a grant or a cooperative agreement.

Assistance funds should be used by the recipient to defray transportation and subsistence expenses for up to ten State officials to attend the Roundtables and NMP training workshop. The recipient is solely responsible for determining a methodology for selecting and funding reimbursement requests and providing a report on how participating State attendees benefited from the training. EPA will not participate in the selection or approval of individuals who receive travel assistance.

Each Roundtable and the NMP training workshop is estimated to cost approximately \$5,000 for a total award amount of approximately \$15,000 over a two year project period.

C. EPA's Strategic Plan and Anticipated Environmental Results

The activities to be funded under this announcement are consistent with Goal 2: Clean and Safe Water, Objective 2.2: Protect Water Quality, Sub-Objective 2.2.1: Improve Water Quality on a Watershed Basis. EPA's Strategic Plan is available at <http://www.epa.gov/ocfo/plan/plan.htm>. All proposed projects must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the overall development and improvement of water quality on a watershed basis.

Environmental outputs (or deliverables) refer to an environmental activity, effort, and/or associated work product related to an environmental goal or objective, that will be produced or

provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Examples of anticipated environmental outputs from the assistance agreements to be awarded under this announcement include, but are not limited to:

- Training workshops related to the National Workshop Priority Areas and associated logistical support and training materials.
- Innovative ways to communicate and demonstrate the environmental benefits resulting from successful SRF program operations.
- Technical training and information exchange on biosolids regulations and implementation.
- An increased number of local governments with access to information on EMS implementation.
- An increased number of local government entities that are developing EMS training programs.
- Pretreatment training workshops for State Pretreatment Program Coordinators regarding recent regulatory changes, best practices, trends and innovative ideas for the management of pretreatment programs.
- Opportunities for State Pretreatment Program Coordinators to enhance their knowledge and exchange ideas.
- Opportunities for State officials to learn about new developments, best practices, trends, and innovative ideas in the management of CAFOs and nutrient management.

Environmental outcomes are the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective, and are used as a way to gauge a project's performance and take the form of output measures and outcome measures. Outcomes may be environmental, behavioral, health-related or programmatic in nature.

Outcomes must be quantitative and may not necessarily be achieved within an assistance agreement funding period. Outcomes may be short-term (changes in learning, knowledge, attitude, skills), intermediate (changes in behavior, practice, or decisions), or long-term (changes in condition of the natural resource). Examples of anticipated outcomes from the assistance agreements to be awarded under this announcement include, but are not limited to:

- An increased awareness and knowledge of infrastructure financing resulting in improved utilization of funds provided through the SRF programs and improved public health and water quality.
- Increased State support for producing environmental benefit reports for the SRF programs.
- An increased number of waterbodies that are protected through development of better biosolids management techniques.
- An increased awareness of new EMS activities and developments that will help achieve outputs and improved performance outcomes consistent with EPA's Sustainable

Infrastructure Strategy and collaboration with industry on effective utility management.

- An increased awareness and utilization of techniques leading to improved management of pretreatment programs.
- An increased awareness of new developments, best practices, trends, and innovative ideas leading to better environmental management of CAFOs and long-term improvement of water quality by minimizing nutrient runoff from CAFOs.

As part of the proposal narrative, an applicant will be required to describe how the project results will link the outcomes to the Agency's Strategic Plan. Additional information regarding EPA's discussion of environmental results in terms of "outputs" and "outcomes" can be found at:

<http://www.epa.gov/ogd/grants/award/5700.7.pdf> or

<http://www.epa.gov/water/waterplan/documents/FY06NPGappendix-b.pdf>.

II. Award Information

EPA anticipates that approximately \$549,000 will be available under this announcement to fund approximately five awards (one per National Workshop Priority Area), depending on Agency funding levels and other applicable considerations. It is anticipated that awards will range from \$15,000 to \$180,000. The total amount of funding anticipated to be available for the first year is approximately \$352,000. It is anticipated that awards with a value greater than \$100,000 will be incrementally funded. It is anticipated that the grants and cooperative agreements funded under this announcement will have two-year project periods.

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity to the competition and selection process.

EPA reserves the right to make no awards under this announcement, or make fewer awards than anticipated. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months after the original selection decisions.

It is anticipated that grants and cooperative agreements may be funded under this announcement. When cooperative agreements are awarded, EPA will have substantial involvement with the project workplan and budget. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicant in the performance of work supported by the funding. Federal involvement for projects selected may include: close monitoring of the recipient's performance; collaboration during the performance of the scope of work; review of proposed procurements; reviewing qualifications of key personnel (EPA does not have authority to select employees or contractors employed by the

recipient); and/or review and comment on content of publications (printed or electronic) prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient). EPA may co-sponsor some or all of the workshops with successful applicants. Please refer to EPA Ethics Advisory 96-15, posted at www.epa.gov/wastewatergrants, for details regarding EPA policies for co-sponsored events with non-Federal partners.

III. Eligibility Information

A. Eligible Applicants

Assistance under this program is generally available to States, local governments, territories, Indian Tribes, and possessions of the U.S. (including the District of Columbia); public and private universities and colleges; hospitals; laboratories; public or private nonprofit institutions; intertribal consortia; and individuals. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. An intertribal consortium must meet the definition of eligibility in the Environmental Program Grants for Tribes Final Rule, at 40 CFR 35.504 (66 FR 3782, January 16, 2001) (FRL-6929-5) and be a non-profit organization within the meaning of OMB Circular A-122.

Interstate agencies and Intertribal consortia are eligible for funding under this competition. The term “interstate agency” is defined in CWA Section 502 as “an agency of two or more States established by or pursuant to an agreement or compact approved by the Congress, or any other agency of two or more States, having substantial powers or duties pertaining to the control of pollution as determined and approved by the Administrator.” Intertribal consortia must meet the requirements of 40 CFR Part 35.504.

Non-profit applicants may be asked to provide documentation that they meet the definition of a non-profit organization in OMB Circular A-122. Interstate agencies may be asked to provide a citation to the statutory authority, which establishes their status. Intertribal consortia may be asked to provide documentation that they meet the requirements of 40 CFR Part 35.504.

B. Cost Sharing or Matching Requirements

No cost share or match is required.

C. Threshold Eligibility Criteria

These are requirements that, if not met by the time of proposal submission, will result in elimination of the proposal from consideration for funding. Only proposals that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. An applicant must meet the eligibility requirements in Section III.A of this announcement at the time of proposal submission.

2. An applicant's proposal must address one of the five National Workshop Priority Areas listed in Section I.B.
3. Applicants may submit more than one complete project proposal package (including proposal narrative, SF 424 and SF 424A) under this announcement. However, each proposal package must address only **one** National Workshop Priority Area (e.g., Water and Wastewater Infrastructure Financing and Training Workshops, Biosolids Regulators Technology and Management Training Workshops, EMS Workshops, etc.) listed in Section I.B. The cover page of each proposal package must clearly indicate the National Workshop Priority Area that is addressed. Proposals addressing more than one National Workshop Priority Area will not be reviewed.
4. Proposals must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed.
5. Proposals must be received by EPA or submitted electronically through Grants.gov on or before the announcement closing date and time published in Section IV.D of this announcement. Proposals received after the published closing date and time will be returned to the sender without further consideration.
6. Hard copy proposals must be submitted by hand-delivery, overnight delivery, or courier service.

Proposals submitted by any type of U.S. Postal Service mail will not be considered. EPA will not accept faxed submissions.

IV. Application and Submission Information

A. Address to Request Application Packages

Grant application forms, including Standard Forms SF 424 and SF 424A, are available at http://www.epa.gov/ogd/grants/how_to_apply.htm and by mail upon request by calling the Grants Administration Division at (202) 564-5320.

B. Form of Application Submission

The applicant has the option to submit the proposal in **one** of two ways: 1) submitting the proposal electronically through the Grants.gov website; or 2) submitting the hard copy proposal to the EPA contact identified in Section IV.B.2. via courier, hand delivery, or express delivery service. All proposals must be prepared, and include the information as described in Section IV.C below, regardless of mode of transmission.

1. Grants.gov Submission

Applicants who wish to submit their materials electronically through the Federal government's Grants.gov web site may do so. Grants.gov allows an applicant to download an application package template and complete the package offline based on agency instructions. After an applicant completes the required application package, it can submit the package electronically to Grants.gov, which transmits the package to the funding agency.

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-OW-OWM-07-02**, or the CFDA number that applies to the announcement (CFDA 66.436), in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline

Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **11:59 P.M. EDT June 11, 2007**.

Please submit *all* of the application materials described below. To view the full funding announcement, go to www.epa.gov/wastewatergrants or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency. Application materials submitted through Grants.gov will be time/date stamped.

How to submit your application through Grants.gov

Applicants are required to submit the following documents to apply electronically through Grants.gov. All documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

- For the Proposal Narrative portion, you will need to attach electronic files. Prepare this as described in Section IV.C of the announcement and save the document to your computer as an MS Word or PDF file. When you are ready to attach it to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach it (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename,” the filename should be no more

than 40 characters long. If there are other attachments that you would like to submit to accompany your application, you may click “add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

- The following 2 additional documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.
 1. SF 424 – Application for Federal Assistance
 2. SF 424A – Budget Information for Non-Construction Programs
- For each document, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action moves the document over to the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary.

Please use the following format when saving your file: “Applicant Name – FY07 – Wastewater Workshops – 1st Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name –FY07 Wastewater Workshops– 2nd Submission.” Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Barry Benroth at 1-202-564-0672 or email at benroth.barry@epa.gov. If you have any

other technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>.

If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the application deadline, please contact Barry Benroth as indicated in the paragraph above. Failure to do so may result in your proposal not being reviewed.

2. Hard Copy and CD Submission

Three hard copies of the complete proposal package and an electronic version on a CD, as described in IV.C below are required to be sent by express mail, courier service, or hand delivered. **Proposals submitted by U.S. Postal Mail will not be considered. EPA will not accept faxed submissions.** Electronic submissions may be in Adobe Portable Document Format (.pdf) or Microsoft Word (.doc).

The address for hard copy submission is:

Attn: Barry Benroth, Grants Officer
U.S. Environmental Protection Agency, Office of Wastewater Management
EPA East Building, Room 7126 B
1201 Constitution Avenue, NW
Washington, DC, 20004

C. Content of Application Submission

The proposal package *must* include all of the following materials:

1. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711 or by visiting the web site at www.dnb.com.

2. Standard Form SF 424A – Budget Information

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

3. Proposal Narrative

The proposal narrative must be limited to no more than nine (9) typewritten pages (a page is one side of a piece of paper). Additional pages will not be considered. The Cover sheet and supporting materials (such as annotated resumes, and support letters) are not included in the nine (9) page limit. Pages should be numbered for ease of reading.

The proposal narrative should be typewritten and must include the information listed below. If a particular item is not applicable, clearly state this.

1. Cover Page including:
 - a. Project title;
 - b. National Workshop Priority Area from Section I.B addressed in the proposal;
 - c. Name of applicant;
 - d. Key personnel and contact information (i.e., e-mail address and phone number);
and
 - e. Total project cost and dollars requested.
2. Abstract/project summary (recommended 75 words or less). Brief description of the proposed project.
3. Project description containing:
 - a. Brief description of the project.
 - b. Project Goals and Objectives:
 - i. Stated Objective/Link to EPA Strategic Plan - List the objective of the project and provide a link to the EPA Strategic Plan (See Section I.C of this announcement).
 - ii. Results of Activities (Outputs) - List the products/results which are expected to be achieved from accomplishment of the project and an approach for tracking your progress toward achieving the expected project output(s) (examples of outputs can be found in Section I.C of this announcement).
 - iii. Projected Environmental Improvement (Outcomes) - List what environmental improvements will be accomplished as a result of the project activities and an approach for tracking your progress toward achieving the expected project outcome(s). These improvements are changes or benefits to the environment which result from the accomplishment of project outputs (examples of outcomes can be found in Section I.C of this announcement).
 - iv. Environmental Results Past Performance - Briefly describe the Federally-funded assistance agreements that your organization performed within the last three years and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (*i.e.*, outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

- c. Describe how the proposal will address one of the National Workshop Priority Areas identified in Section I.B of this announcement.

Applicants must address only one National Workshop Priority Area per complete proposal package.

- d. Project Tasks - Outline the steps you will take to plan and conduct the training workshop. Include a description of your roles and responsibilities in carrying out the project. If travel assistance is to be provided, describe the process for selecting individuals who will receive travel assistance.
 - e. Milestone Schedule - Describe when you expect to complete significant project task and milestones.
 - f. Brief description of the applicant's organization and experience related to the proposed National Workshop Priority Area, and the organization's infrastructure as it relates to its ability to successfully implement the proposed project. The applicant must demonstrate previous experience and success with similar projects. Include a description of staffing available to implement the proposed project including the number of workers and staff qualifications (annotated resumes are preferred but not necessary and will not be included in the page limit).
 - g. Brief description of how the applicant will transfer the results and/or methods to States, local governments, and other interested stakeholders.
- 4. Budget – Provide a detailed budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF 424A such as “other” and “contractual”. Total costs should include both Federal and matching (non-Federal) components (if applicable). If applicable, the budget narrative for the travel cost category must include travel reimbursement to pay for travel costs of non-Federal attendees.
 - 5. Briefly describe other Federally and/or non-Federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years and describe: (i) whether, and how, you were able to successfully complete and manage those agreements; and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

The proposal narrative should also provide any additional information, to the extent not already covered by above, necessary to evaluate the applicant under the criteria in Section V.

D. Submission Dates and Times

Proposal submissions sent by hard copy with CD must be **received** by the Agency Contact identified in Section VII by **4:30 P.M. EDT June 11, 2007**. Proposals submitted electronically through Grants.gov must be submitted by **11:59 P.M. EDT June 11, 2007**. Late proposals will not be considered for funding.

E. Intergovernmental Review

This program may be eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

<http://www.whitehouse.gov/omb/grants/spoc.html>.

F. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals or portions of proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

V. Application Review Information

A. Selection Criteria

All eligible proposals, based on the Section III threshold eligibility review, will be evaluated based on the evaluation criteria and weights below (100 total point scale). Points will be awarded based on how well and thoroughly each criterion and/or sub-criterion is addressed in the proposal package.

1) National Workshop Priority Areas (15 points)	<p>Under this criterion, proposals will be evaluated based on the extent and quality to which the proposed project addresses one of the National Workshop Priority Areas identified in Section I.B of the announcement.</p> <p>Points will be awarded based on how well and thoroughly the National Workshop Priority Area is addressed in the proposal narrative. (15 points)</p>
2) Environmental Results (25 points)	<p>Proposals will be evaluated based on each of these sub-criterion:</p> <ul style="list-style-type: none">(i) Extent and quality to which the proposal demonstrates potential environmental results, anticipated outputs and outcomes, and how the outcomes are linked to EPA's Strategic Plan. (10 points)(ii) Extent and quality to which the proposal demonstrates a sound plan for measuring progress toward achieving the

	<p>expected outcomes and outputs (examples of outcomes and outputs can be found in Section I of this announcement). (10 points)</p> <p>(iii) The extent and quality to which the applicant adequately documented and/or reported on their progress towards achieving the expected results (<i>e.g.</i>, outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made, whether the applicant adequately documented and/or reported why not. (5 points)</p> <p>Note: In evaluating applicants under (iii) above, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including Agency files and prior/current grantors (<i>e.g.</i>, to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor of 2.5 points.</p>
3) Specific Proposal Narrative Elements (35 points)	<p>Proposals will be evaluated based on the following sub-criterion:</p> <p>(i) Extent and quality to which the proposal includes a clearly articulated milestone schedule for project tasks. (10 points)</p> <p>(ii) The reasonableness of the budget and estimated funding amounts for each work component/task. Total costs must include both Federal and any voluntary matching (non-Federal) components (if applicable). (10 points)</p> <p>(iii) A description of roles and responsibilities of the applicant in carrying out the project tasks. (10 points)</p> <p>(iv) A description of how the applicant will transfer the results and/or methods to States, local governments and other interested stakeholders. (5 points)</p>
4) Programmatic Capability/Past Performance (Technical Experience)/Qualifications and Experience (25 points)	<p>Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors:</p> <p>(i) Past performance in successfully completing Federally- and/or non-Federally funded projects similar in size, scope, and relevance to the proposed project within the last three years. (5 points)</p> <p>(ii) History of meeting reporting requirements on assistance agreements with Federal and/or non-Federal organizations within the last three years and submitting acceptable final technical reports under these agreements. (5 points)</p>

	<p>(iii) Organizational experience related to the proposed project topic area and infrastructure as it relates to its ability to successfully implement the proposed project. (10 points)</p> <p>(iv) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (5 points)</p> <p>Note: In evaluating applicants under (i) and (ii) above, the Agency will consider the information supplied by the applicant and may also consider relevant information from other sources including Agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance information or reporting history will receive neutral scores for these factors (i.e., 2.5 points for item (i) and 2.5 points for item (ii)).</p>
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B. Review and Selection Process

All proposals received by EPA or submitted electronically through Grants.gov by the submission deadline will first be screened by EPA staff against the threshold criteria in Section III of the announcement. Proposals that do not pass the threshold review will not be evaluated further or considered for funding.

A panel of EPA staff will review eligible proposals based on the evaluation criteria listed in Section V.A and will develop a list of the most highly rated proposals to submit to the Selection Official. Final funding decisions will then be made by the Selection Official based on the evaluations conducted by the review panel.

VI. Award Administration Information

A. Award Notices

All applicants, including those who are not selected for funding, will be notified by e-mail. Successful applicant(s) will be invited to submit a complete application package prior to award (see 40 CFR 30.12 and 31.10). Required forms and instructions for preparing and submitting the completed application will be provided at that time.

EPA reserves the right to negotiate and/or adjust the final grant amount and workplan narrative prior to award, as appropriate and consistent with Agency policy including the Assistance Agreement Competition Policy, EPA Order 5700.5A1. An approvable final workplan narrative is required to include:

1. Components to be funded under the assistance agreement;
2. Estimated work years and the estimated funding amounts for each component;
3. Commitments for each component and a timeframe for their accomplishment;
4. Performance evaluation process and reporting schedule; and

5. Roles and responsibilities of the recipient and EPA (for cooperative agreements only) in carrying out the commitments.

In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation.

A list of selected projects will be posted on the Office Wastewater Management web site www.epa.gov/wastewatergrants. This web site may also contain additional information about this request. Deadline extensions, if any, will be posted on this web site.

B. Administrative and National Policy Requirements

The general award and administration process for all assistance agreements is governed by regulations at 40 CFR Part 30 (“Uniform Administrative Requirements for Grants and Agreements to Institutions of Higher Education, Hospitals, and Other Non-profit Organizations”) and 40 CFR Part 31 (“Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”).

DUNS Number

Applicants are required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with the full application for Federal grants or cooperative agreements. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting the web site at www.dnb.com.

C. Reporting

Agreements to be awarded are currently covered under the following EPA grant regulations: 40 CFR Part 31 (States, Tribes, interstate agencies, intertribal consortia and local governments) and 40 CFR Part 35, Subpart A (States, interstate agencies and local governments) and Subpart B (Tribes and intertribal consortia). These regulations specify basic grant reporting requirements, including performance and financial reports (see 40 CFR 30.52, 31.40, 31.41, 35.115, and 35.515). In negotiating these grants, EPA will work closely with recipients to incorporate appropriate performance reporting requirements into each grant agreement consistent with 40 CFR 31.40, 35.115, and 35.515. These regulations provide some flexibility in determining the appropriate content and frequency of performance reports. Typically, the reporting schedule requires the recipient to report quarterly. Recipients will be required to report direct and indirect environmental benefits that result from the work accomplished through the cooperative agreement award. Additionally, if travel assistance is provided to selected attendees, the recipient will be required to provide a report on how participating state or local attendees benefited from the training.

D. Dispute Procedures

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05->

1371.htm. Copies may also be requested by contacting the Agency Contact below.

E. Administrative Capability Requirement

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

VII. Agency Contact

Note to Applicants: EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Questions must be submitted in writing via e-mail and must be received by the Agency Contact identified below before **June 1, 2007** and written responses will be posted on EPA's web site at: www.epa.gov/wastewatergrants. In accordance with EPA's Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants or discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals.

Agency Contact:

Barry Benroth

Phone Number: (202) 564-0672

E-mail: benroth.barry@epa.gov

VIII. Other Information

A. Copyrights

EPA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes in accordance with 40 CFR 31.34: (a) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.